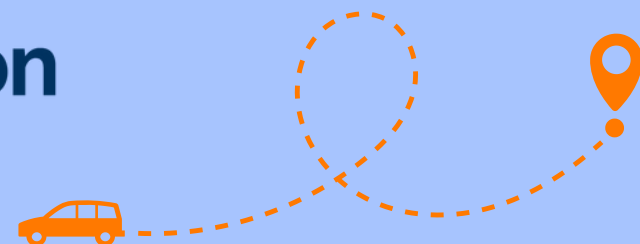
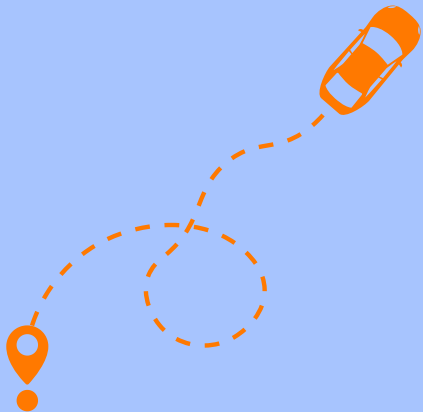


Blanket Travel Request Guide

A step by step guide
with screenshots

CSUF | COLLEGE OF
Education



Create Blanket Travel Request

STEP 1

After logging into Concur through the CSUF Portal, click "Start New Request"

SAP Concur Home

CALIFORNIA STATE UNIVERSITY FULLERTON

+ Start a Request + Start a Report 05 Authorization Requests 00 Available Expenses 02 Open Reports

Alerts

As an employee of Cal State Fullerton, you are eligible for a free **TriplT Pro** subscription. [Learn More and Activate](#) Not right now

Company Notes

FOR MORE INFORMATION ON UNIVERSITY TRAVEL UPDATES
CLICK ON **READ MORE**

UPDATES

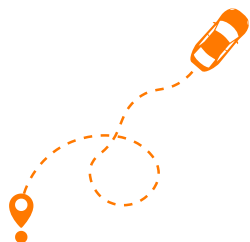
04/18/2024 - [Travel Policy Update: Increase to Lodging Expense Limit Effective April 18, 2024](#)

01/03/2024 - [Travel Policy Changes and Mileage Reimbursement Rates Effective January 1, 2024](#)

[Read More](#)

NOTE

If you are a Supervisor or Clinical Coach, please reach out to your Department Coordinator to verify the mileage amount you will be inputting.



Blanket Travel Request Guide

Blanket Travel Request-Header Information

Create New Request ✕

* Required field

Request Policy *

State Blanket Travel ▼

STEP 2
Click State Blanket Travel

Blanket Travel Fiscal Year * ?

Blanket Travel FY 2024-2025

STEP 3
Enter Blanket Travel FY Year - Year

How will you book your travel? *

1. Outside of Concur ▼

STEP 5
Enter Fiscal Start Date and Fiscal Year End

Extension of

Request ID ✕ ▼

Trip Type *

In-State ▼

STEP 4
Click In-State

Fiscal Year Start Date * ?

07/01/2024 📅

Fiscal Year End Date * ?

06/30/2025 📅

Report/Trip Purpose *

Blanket Travel (Mileage and Parking) ▼

STEP 6
Blanket Travel (Mileage and Parking)

Traveler/User Type *

Staff ▼

STEP 7
Click Staff or Faculty depending on employment status

Purpose *

45/500
Blanket Travel within California FY 2024-2025

STEP 8
Enter Blanket Travel and designate the year

Main Destination City * ?

Fullerton, California ✕ ▼

STEP 9
Enter Fullerton, California

State *

California ▼

Main Destination Country

UNITED STATES (US) ✕ ▼

Division *

(10237) VP Academic Affairs -NP ✕ ▼

Department ID *

(10100) Elem/Bilingual Education ✕ ▼

Fund * ?

(THEFD) THEFD:CSU Operating Fund ✕ ▼

STEP 11
Enter THEFD

Class

▼

Programs

(5629) Mileage Reimbursement ✕ ▼

STEP 10
Enter 5629 Mileage Reimbursement

Comment

Various cities in California 28/500

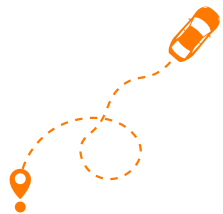
STEP 12
Enter in Various cities in California

NOTE

Division and Department fields should be automatically prefilled.

Cancel Create Request

STEP 13
Click Create Request to create blanket travel request



Blanket Travel Request - Adding Expected Expense

STEP 1
Click Add

STEP 2
Select Mileage

Add expected expenses and/or travel plans

Search for an expense type

02. Transportation

- Parking
- Mileage

More Actions Submit Request

No Expected Expenses
Add expected expenses and/or travel plans to this request to submit for approval.

STEP 3
Confirm it's Fullerton, California

STEP 4
Enter distance 150

STEP 5
Click Save

New Expense: Mileage

Allocate

Trip Start Date: 07/01/2024

Trip End Date: 06/30/2025

Destination City: Fullerton, California

Description: 0/64

Distance: 150

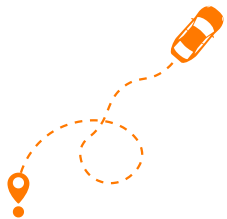
Amount: 0.67

Transaction Amount

Currency: US, Dollar (USD)

Comment: 0/2000

Save Cancel



Blanket Travel Request Guide

Submitting Blanket Travel Request

STEP 1

Click Submit Request

Blanket Travel FY 2024-2025 \$100.50

Sent Back to User | Request ID: 4MRW | View Timeline

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

| Expense type | Details | Date | Amount | Requested |
|--------------|-----------------------|------------|----------|-----------|
| Mileage | Fullerton, California | 07/01/2024 | \$100.50 | \$100.50 |
| | | | | \$100.50 |

STEP 2

Scroll Down through the CSUF Request Agreement and Click Accept & Continue

CSUF Request Agreement

By clicking on the "Accept and Continue" button, I certify that:

- This is a true and accurate estimation of expenses that will be incurred to accomplish official business for CSUF and this request is in compliance with CSUF Travel Policy.
- If I am driving a vehicle on University business, then I certify that I:
 - (a) possess a valid CDL or other State driver's license,
 - (b) have completed all required training for the vehicle driven,
 - (c) have a current STD 261 on file if driving my personal vehicle,
 - (d) am enrolled in the CA DMV pull notice program (INF 254),
 - (e) have not been issued more than three moving violations or have been responsible for more than three accidents / violations / accidents during the most twelve-month period.

Cancel Accept & Continue

STEP 3

After submitting, make sure that the request is green and shows "Submitted"

Blanket Travel FY 2024-2025

07/01/2024 | 4MRW

\$100.50

Submitted

Submitted & Pending Approval

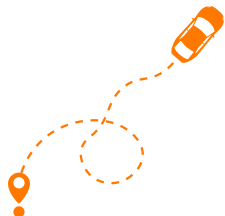
NOTE

Make sure to send the following items/forms to the department coordinator:

- INF254 (Needs to be submitted to the University Police Department)
- STD261 (Needs to be signed annually)
- Defensive Driver Training Certificate (Needs to be renewed every 4 years)

NOTE

After your blanket travel request is approved, please submit your blanket travel expense report monthly for reimbursement.



End of the Blanket Travel Request Guide

QUESTIONS?

If you have any questions, please first contact your department coordinator.

If additional assistance is needed, email coetravel@fullerton.edu or attend open office hours listed on the [COE Travel website](#)